| ***Yellow text on a black background  Description automatically generated with medium confidence*** |  |
| --- | --- |

Your Name

Address

Date

Subject – Thank you for participating in the XXX Conference

Dear Participants,

I would like to express my heartfelt thanks to each of you who participated in XXX Conference in New York on 7th October.

We had over 75 participants from 12 states who gave their valuable time and attended the event. Your presence made XXX Conference a great success and it was a pleasure to see so many enthusiastic participants.

Hopefully you enjoyed the conference and it was beneficial to you. I am sure the network and relationship we build during this conference will continue in the future.

We have received some valuable feedback and suggestions from some participants, and we assure you the same will be incorporated for the future events.

We hope to see you in the upcoming conferences and events. Thank you once again for taking time out from your busy schedule and attending our conference.

Best Regards,

[Your name & Designation]